



**CITY OF HAYWARD
DEVELOPMENT SERVICES DEPARTMENT
BUILDING DIVISION**

**PROCEDURES FOR FAXED PERMIT APPLICATIONS
(FOR CONTRACTORS ONLY)
(FAX NUMBER 510/583-3642)**

1. ALL information on application form must be filled out completely or application will not be accepted.
2. All declarations, including contractor's license, and affirmation to comply with ordinances and laws, must be signed.
3. Faxed permit applications will be accepted for the following permits:
 - a) Minor plumbing, mechanical and electrical work.
 - b) Replacement of hot water heaters.
 - c) Replacement of residential electrical services.
 - d) Replacement of wall furnaces or HVAC units of equal or less BTU ratings.
 - e) Reroofing (without adding significant additional weight to roof, i.e., concrete tile replacing comp shingles). Request must state type of roof covering, whether removing, replacing or overlay, and indicate pitch of roof. If applicable, submit contract.
 - f) Repair or replace gas or water lines.
 - g) Termite work with submittal of termite report showing estimate of work.

This list may be amended from time to time.

4. Contractor must provide the City with a letter stating the following:

“The undersigned gives the City of Hayward, Development Services Department, permission to accept a facsimile of my signature on a fax permit application in lieu of my in person signature at your office. I hereby certify that I will comply with any and all declarations and agreements on the faxed permit application that bears my signature.”

The following employees have my permission to use my credit card to obtain permits in the name of my company:

Name of Employee (print)

Signature

Name of Employee (print)

Signature

Contractor's Name (print)

Contractor's Signature

PROCEDURES FOR FAXED PERMIT APPLICATIONS (Continued)

5. Contractor must make sure that faxed copy of permit is taken to job site until the original is received by mail. Otherwise, the contractor will not have proof that a permit has been issued.
6. Please remember, a faxed permit application **is not a permit!!** The contractor will have a valid permit whenever a faxed copy of the permit is received back at their office.
7. If you have not received a faxed permit within [twenty-four hours](#) of the time that you faxed in your application, please call us at (510) 583-4140.
8. If you encounter mechanical difficulties in trying to fax your application, please come in to our office.

If you need further information on any of the above, please call (510) 583-4140.